

MICHEM DYNAMICS TRAINING COPYRIGHT AGREEMENT, PROTECTION OF PERSONAL INFORMATION (POPI) & COMMUNICATION NOTICE

COPYRIGHT AGREEMENT

Upon registration of Online training at **MiChem Dynamics (Pty) Ltd** each registered delegate will receive the training material associated with the course.

The training manual and its content is copyright of **MiChem Dynamics – © MiChem Dynamics. All rights reserved.**

No part of the training manual may be reproduced, adapted, published, performed in public, broadcast or transmitted in any form or by any means, electronic, or stored in any retrieval system of any nature, without the express written permission of the copyright holder, to whom an application for such permission shall be made.

You may view, copy and print the contents only for your own use, provided that all copies and printouts of the contents bear the copyright and other proprietary notices and disclaimers displayed on them.

Should you carry out any of these actions in relation to any of the works contained within this training material without permission, you may be liable for civil law copyright infringement as well as criminal prosecution.

PROTECTION OF PERSONAL INFORMATION

MiChem Dynamics (Pty) Ltd services, including (without limitation) our website and other interactive properties through which the services are delivered (collectively, the “Service”) are owned, operated and distributed by MiChem Dynamics (referred to in this Privacy Notice as “MiChem Dynamics” or “we” and through similar words such as “us,” “our,” etc.). This Privacy Notice outlines the personal information that MiChem Dynamics may collect, how MiChem Dynamics uses and safeguards that information, and with whom we may share it.

MiChem Dynamics encourages our customers, visitors, business associates, and other interested parties to read this Privacy Notice, which applies to all users. By using our Service or submitting personal information to MiChem Dynamics by any other means, you acknowledge that you understand and agree to be bound by this Privacy Notice, and agree that MiChem Dynamics may collect, process, transfer, use, and disclose your personal information as described in this Notice. Further, by accessing any part of the Service, you are agreeing to THE TERMS AND CONDITIONS OF OUR TERMS OF SERVICE (the “Terms of Service”). If you do not agree with any part of this privacy notice or our terms of service, please do not use any of our services.

Personal information (also commonly known as personally identifiable information (PII) or personal data) is information that can be used to identify you, or any other individual to whom the information may relate.

The personal information that we collect directly from those registering for the Service, includes the following categories:

- Name and contact information (e.g. address; phone number; email, fax);
- Billing Information (e.g. billing contact information)

- Order Information (e.g. current order/purchase information).
- Company/employer information
- Geographic or location information
- Information contained in posts you may on the public forums and interactive features of the Service.
- Other information that may be exchanged in the course of engaging with the Service. You will be aware of any subsequently collected information because it will come directly from you.

Collection of User Generated Content

We may invite you to post content on the Service, including your comments and any other information that you would like to be available on the Service, which may become public ("User Generated Content"). If you post User Generated Content, all of the information that you post will be available to authorized personnel of MiChem Dynamics. You expressly acknowledge and agree that we may access in real-time, record and store archives of any User Generated Content on our servers to make use of them in connection with the Service. If you submit a review, recommendation, endorsement, or other User Generated Content through the Service, or through other websites including Facebook, Instagram, Google, Yelp, and other similar channels, we may share that review, recommendation, endorsement or content publicly on the Service.

When providing personal information MiChem Dynamics as described in this Notice, that personal information is collected directly from you, and you will know the precise personal information being collected by us. MiChem Dynamics does not collect personal information from any other sources, except where it may automatically be collected as described in the section titled "Cookies, Device Data, and How it is Used, if the information in that section is considered personal information.

Why does MiChem Dynamics collect your personal information?

Subject to the terms of this Privacy Notice, MiChem Dynamics uses the above-described categories of personal information in several ways. Unless otherwise stated specifically, the above information may be used for any of the following purposes:

- to administer the Service to you;
- to respond to your requests;
- to distribute communications relevant to your use of the Service, such as system updates or information about your use of the Service;
- as may be necessary to support the operation of the Service, such as for billing, account maintenance, and record-keeping purposes;
- to send to you MiChem Dynamics solicitations, product announcements, and the like that we feel may be of interest to you. Please note that you may **"opt out"** of receiving these marketing materials.
- in other manners after subsequent notice is provided to you and/or your consent is obtained, if necessary.

How do we share your Personal Information with third parties?

- **If you agree to this in writing below**, we may provide any of the described categories of personal information to MiChem Dynamics employees, consultants, affiliates or other businesses or persons for the purpose of processing such

information on our behalf in order to provide the Service to you. In such circumstances, we require that these parties agree to protect the confidentiality of such information consistent with the terms of this Privacy Notice.

- We will not share your personal information with other, third-party companies for their commercial or marketing use without your consent or except as part of a specific program or feature which you will specifically be able to opt-out of.
- In addition, we may release personal information:
 - i. to the extent we have a good-faith belief that such action is necessary to comply with any applicable law;
 - ii. to enforce any provision of the Terms of Service, protect ourselves against any liability, defend ourselves against any claims, protect the rights, property and personal safety of any user, or protect the public welfare;
 - iii. when disclosure is required to maintain the security and integrity of the Service, or to protect any user's security or the security of other persons, consistent with applicable laws
 - iv. to respond to a court order, subpoena, search warrant, or other legal process, to the extent permitted and as restricted by law; or
 - v. in the event that we go through a business transition, such as a merger, divestiture, acquisition, liquidation or sale of all or a portion of our assets.

COMMUNICATION FROM MICHEM DYNAMICS

If you no longer wish to receive correspondence, emails, or other communications from us, you may opt-out by submitting a request by e-mailing Angeline Nel at **angeline@michemdynamics.co.za**, or by using the UNSUBSCRIBE link in any email communication you may have received. Further, you may express your communication preferences by:

- Noting your preferences at the time you register your account with the Site [or our mobile application];
- Logging into your account settings and updating your preferences; Contacting us using the contact information provided below.

Please note that you may continue to receive non-marketing communications as may be required to maintain your relationship with MiChem Dynamics.

